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O+M 5-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SAFE Transition Plan and Schedule

FROM:

STAT Director, Consolidated SAFE
Program Office

EXTENSION

NO. OIT-0311-88
SAF-E037-88

DATE 28 March 1988

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDA 7D24 Hqs.	31 Mar			
2. DDI 7E44 Hqs.	31 Mar			
3. EXDIR/CIA 7D55 Hqs.				
4. STAT D/ICS	4 APR 1988	4 APR		
5. DDCI 7D6011 Hqs				
6.				
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OIT-0311-88
SAF-E037 -88
28 March 1988

MEMORANDUM FOR: Deputy Director of Central Intelligence

STAT FROM: [redacted]
Director, Consolidated Safe Program Office

SUBJECT: SAFE Transition Plan and Schedule

REFERENCE: DDCI memorandum to the Executive Director, CIA, dated 15 January 1988, entitled, "Support for the Analyst's File Environment (SAFE)".

1. In accordance with the Revised SAFE Directive, dated 13 January 1988, the Consolidated SAFE Program Office (CSPO) was tasked with preparing the SAFE Transition Plan and Schedule by 31 March 1988.

2. The attached SAFE Transition Plan and Schedule, prepared by CSPO and coordinated with CIA/DDI/Office of Information Resources (OIR), CIA/DDA/Office of Information Technology (OIT), and DIA/Directorate for Information Systems (DS), are submitted for your approval.

STAT [redacted]
Director, Consolidated SAFE Program Office

Attachment: SAFE Transition Plan and Schedule

STAT cc: [redacted]
Intelligence Community Staff

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SUBJECT: SAFE Transition Plan and Schedule

CONCUR

STAT

Deputy Director for Information Systems, DIA — Date: 30 Mar 88

STAT

Director of Information Resources, CIA — Date: 30 Mar 88

STAT

Director of Information Technology, CIA — Date: 31 March 1988

APPROVED

Deputy Director of Central Intelligence — Date

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UNCLASSIFIED

SAFE Transition Plan and Schedule

For The

Consolidated SAFE Program Office

28 March 1988

UNCLASSIFIED

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1.0 INTRODUCTION

1.1 PURPOSE

This plan and schedule were developed to provide for an effective transition of the current SAFE program from a jointly controlled and funded operation to separate programs under the jurisdiction of the CIA and DIA respectively.

The activities, responsibilities, and schedules described in this plan will provide a basis for CIA and DIA management review and control of the progress of the SAFE transition.

1.2 SCOPE

Section 2.0 of this plan describes the activities, organizational responsibilities, and deadlines required to ensure the full transition of all SAFE development and maintenance activities by 1 October 1989. The transition activities are divided into: Program Management, Contracts Management and Administration, Operations and Maintenance, Development, Configuration Management, Organizational Unique Software, and Security.

Appendices A and B contain the SAFE Transition Schedules, depicting major transition activities and milestones for the CIA and DIA respectively. Appendix C is a Critical Transition Tasks Dependency Chart. Appendix D contains a List of CIA-Developed Software to be Documented for DIA.

1.3 REFERENCE

The following memorandum was referenced in preparing this plan:

- o DDCI Memorandum to the Executive Director, CIA, dated 15 January 1988, entitled, "Support for the Analyst's File Environment (SAFE)".

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2.0 TRANSITION ACTIVITIES

2.1 PROGRAM MANAGEMENT

At the completion of the transition activities addressed in this plan, separate, fully independent SAFE program management offices will be in operation at the CIA and DIA and CSPO will be disestablished. Full program management responsibility will be assumed at CIA (OIR) and at DIA (DS) on 1 October 1989 or earlier. In order for this transition to occur, the following critical activities must be accomplished:

1. CSPO must establish a separate software baseline for CIA.
2. Each agency must establish and activate separate SAFE contracts.
3. Each agency must establish and staff a SAFE program office.

Appendix C contains a dependency chart for these critical activities.

CSPO is responsible for developing the SAFE Separation Transition Plan and for overall coordination and assistance with the plan's implementation. CSPO will provide a monthly status report of progress against the major transition milestones. To facilitate coordination between the agencies, CSPO has formed, and is chairing, a SAFE Transition Plan Working Group (TPWG). The TPWG is composed of OIR and DS representatives who are assisting CSPO with the preparation of the SAFE Separation Transition Plan and coordinating and implementing the plan at their respective agencies. The OIR and DS organizations will each establish a SAFE program management office staffed partially with the representatives they have temporarily assigned to CSPO. For all of the functions being transitioned, each SAFE program management office will ensure that the staffs at their respective agencies are designated and prepared to assume full responsibility.

Throughout FY88, CSPO will be maintained at the levels of operational and staff support currently provided by CIA and DIA. On or before 1 October 1988, OIR will establish a separate SAFE Program Management Office. At this time, some of the CIA CSPO staff will be reassigned. The Director of CIA's Office of Information Technology will determine reassignments as appropriate. The remaining CSPO staff will be maintained at appropriate levels of support by OIT and DIA throughout FY89. Under no circumstances will reductions in CSPO staff or the establishment of a separate OIR program management office be permitted to degrade the support provided by CSPO for SAFE development and operations.

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2.2 CONTRACT MANAGEMENT AND ADMINISTRATION

The CIA and DIA are taking early initiatives to ensure a timely and smooth transition to separate SAFE contracts. Accordingly, transition of this function will begin in April 1988 with the issuance of separate vendor Statements of Work for each agency. The shared goal is to activate separate SAFE contracts by 1 October 1988. However, attainment of this goal requires: (1) the establishment of a separate CIA SAFE software baseline, (2) joint resolution of concerns regarding potential vendor skill resource contention, and (3) resolution of how joint software enhancements (e.g., MRP) that extend beyond contract separation will be managed. Based upon the vendor proposals to be received in July 1988, CIA, DIA and CSPO will assess whether contractor resources can adequately support separate contracts. If there is mutual agreement, separate contracts will be issued and OIR will assume full responsibility for the CIA SAFE contracts as early as 1 October 1988. The transition will end when all currently scheduled deliverables are completed and DS assumes full responsibility for the DIA SAFE contracts on or before 1 October 1989. In the interim, CSPO will continue to manage the DIA SAFE contracts. In the event that the SAFE contracts are not separated early, CSPO will continue to provide each agency contract support until development is complete on or before 1 October 1989 or mutual separation is achieved.

By mutual agreement, TS3 and DA message distribution can be separated from the joint contracts. Such separation, however, must not draw upon contractor resources needed to achieve completion of other joint SAFE deliverables.

CSPO will provide each agency with detailed contract information on vendor tasking and expenditures through contract separation. OIR and DS representatives, with the support of CSPO, will determine FY89 proposal strategies, prepare specific vendor Statements of Work, and participate in associated contract negotiations.

DIA may continue to purchase IBM hardware through CIA's procurement contract until 30 September 1989.

2.3 OPERATIONS AND MAINTENANCE

CSPO is currently responsible to CIA/DI for the following SAFE Operations and Maintenance tasks:

Management of hardware/software maintenance and upgrade scheduling,
Hardware/software licensing,
Discrepancy resolution,
Availability and performance monitoring and
Capacity planning.

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Once the FY89 OIR contracts are active, the CIA (OIR) staff will begin to assume responsibility for these tasks and conduct training as necessary to assume full responsibility over a period of one month. During and after the OIR transition, OIT will continue to operate the SAFE system in the Northside Computer Center.

CSPO will continue to provide discrepancy resolution for the DIA production and testing systems.

DIA will continue its current operational support and augment staff as necessary to assume full responsibility for the management of SAFE within DIA/DS on or before 1 October 1989.

CSPO will provide both CIA (OIR) and DIA (DS) with a detailed report of on-going licenses and maintenance contracts before each respective organization assumes full "operations and maintenance" responsibility.

2.4 DEVELOPMENT

CIA and DIA SAFE development efforts will both continue on the VMU system under OIT control until 30 September 1989, when all deliverables are scheduled to be completed. At this time the CIA and DIA will assume responsibility for their respective future SAFE deliverables and the VMU development system will be secured and transitioned fully to the control of CIA. Currently, there is no DIA SAFE development system. It is understood however, that after 30 September 1989, DIA will discontinue use of the VMU system and provide its own SAFE development capability.

The transition will be completed with the assumption of respective SAFE development responsibilities at the CIA (OIR) and DIA (DS) on 1 October 1989 or earlier. Pending the separation of SAFE contracts and software baselines and the resolution of related issues, OIR will begin management of CIA SAFE development as early as 1 October 1988. Because both agencies have a high degree of continuing interest in the SAFE enhancements, a working level forum for technology exchange will be developed between the two agencies. Additionally, CIA and DIA management will encourage small, informal meetings between technical personnel at the two agencies.

Until contract separation, CSPO will ensure that no new development occurs on the current SAFE software without CIA and DIA approval. This will be accomplished by processing all new development Requests For Change (RFCs) through the CSPO Configuration Control Board (CCB). CSPO will also provide each agency with a monthly technical and cost report of vendor activity until contract separation.

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2.5 CONFIGURATION MANAGEMENT

CSPO will oversee the transition of the SAFE Configuration Management (CM) function to each agency. This will begin with the establishment of a separate CIA baseline in June 1988. A separate CIA baseline is contingent upon approval and allocation of required funds. CSPO and CIA/OIR will assume responsibility for complete configuration control and management of their respective SAFE systems. Assuming an early baseline separation, OIR is working to implement a completely independent configuration management system for the CIA SAFE baseline as early as 1 October 1988.

OIR and DSI representatives will work with CSPO to prepare and implement a CM plan at their respective agencies. Before transition, each agency will establish its own procedures to review and control changes to their respective software baselines.

2.6 ORGANIZATIONAL UNIQUE SOFTWARE

Currently CIA (OIT) provides a subset of CIA-developed software integral to SAFE (i.e. AIM, COZZAM, CMSIO, etc.). This software is installed on the CIA VMU system and on the CIA and DIA production systems. Responsibility for this CIA-developed software at the CIA will remain with CIA (OIT). Responsibility for the CIA-developed software at the DIA, will transition from CIA to DIA when the DIA (DSI-1) assumes responsibility for operations and maintenance of its SAFE systems. The full suite of "CIA-developed software" has been jointly defined by CIA (OIT) and DIA (DS) and is listed in Appendix D of this plan.

The transition of responsibility for CIA-developed software at DIA will be gradual. It began with DIA organizational restructuring to support SAFE and will continue with CIA providing on-the-job training to DIA personnel. CIA and DIA have agreed on the scope and duration of this training. OIT will continue to provide this training as necessary through FY90. It will commence in September 1988, if selected DIA personnel have been provided required CIA security clearances. DIA will assume full responsibility for the CIA-developed software by 1 October 1989. DSI will designate the system programmers who are to receive on-the-job training from OIT. DSI will also request any CIA security clearances that are required.

CIA will document the versions of the agreed upon suite of CIA-developed SAFE software that is in production at CIA as of 1 October 1988. CIA will deliver documentation of the agreed upon suite of CIA-developed SAFE software by 31 March 1989 (see Appendix D). OIT will also continue to provide to DIA all new releases of CIA/OIT-developed SAFE software, inclusive of documentation updates, throughout the DIA transition period.

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After this transition the following will occur:

1. DIA will continue to have "right-of-refusal" to all CIA/OIT-developed SAFE software and,

2. OIT will provide "best effort" assistance for "level 3 maintenance" (defined as problems with CIA-developed software that cannot be resolved by DIA systems programmers), acknowledging that the changing CIA environment will make this assistance more difficult as time passes.

2.7 SECURITY

CSPO performs two primary tasks associated with SAFE security. The first is coordination and administrative support for CIA clearances of SAFE contractors. Prior to separation, CSPO will brief each agency on respective clearances in process. Assuming CIA and DIA agree to split contracts on 1 October 1988, OIR will then assume full responsibility for coordinating the CIA clearances of contractors supporting CIA SAFE contracts. CSPO will continue to coordinate CIA clearances for contractors supporting the DIA contracts until DIA separation on or before 1 October 1989. At this time, only DIA clearances will be required and DIA will assume full responsibility for coordination and administrative support.

The second task is access control of the VMU system. CSPO currently issues user IDs and passwords and performs periodic audits. CSPO will continue this VMU support for both agencies until DIA separation on or before 1 October 1989.

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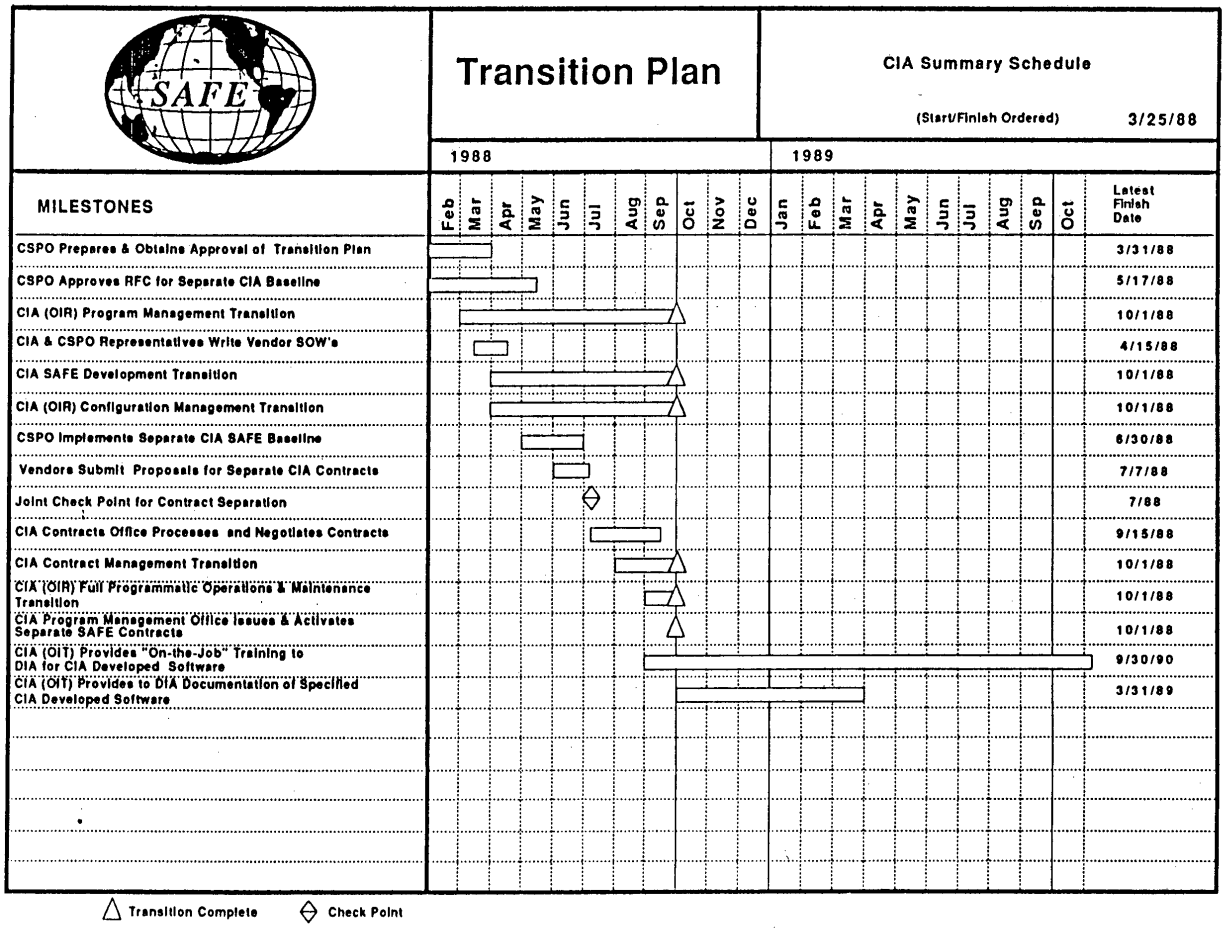
Transition Plan

CIA Summary Schedule

(Start/Finish Ordered) 3/25/88



MILESTONES	Latest Finish Date
CSPO Prepares & Obtains Approval of Transition Plan	3/31/88
CSPO Approves RFC for Separate CIA Baseline	5/17/88
CIA (OIR) Program Management Transition	10/1/88
CIA & CSPO Representatives Write Vendor SOW's	4/15/88
CIA SAFE Development Transition	10/1/88
CIA (OIR) Configuration Management Transition	10/1/88
CSPO Implements Separate CIA SAFE Baseline	6/30/88
Vendors Submit Proposals for Separate CIA Contracts	7/7/88
Joint Check Point for Contract Separation	7/88
CIA Contracts Office Processes and Negotiates Contracts	9/15/88
CIA Contract Management Transition	10/1/88
CIA (OIR) Full Programmatic Operations & Maintenance Transition	10/1/88
CIA Program Management Office Issues & Activates Separate SAFE Contracts	10/1/88
CIA (OIT) Provides "On-the-Job" Training to DIA for CIA Developed Software	9/30/90
CIA (OIT) Provides to DIA Documentation of Specified CIA Developed Software	3/31/89

△ Transition Complete ◇ Check Point

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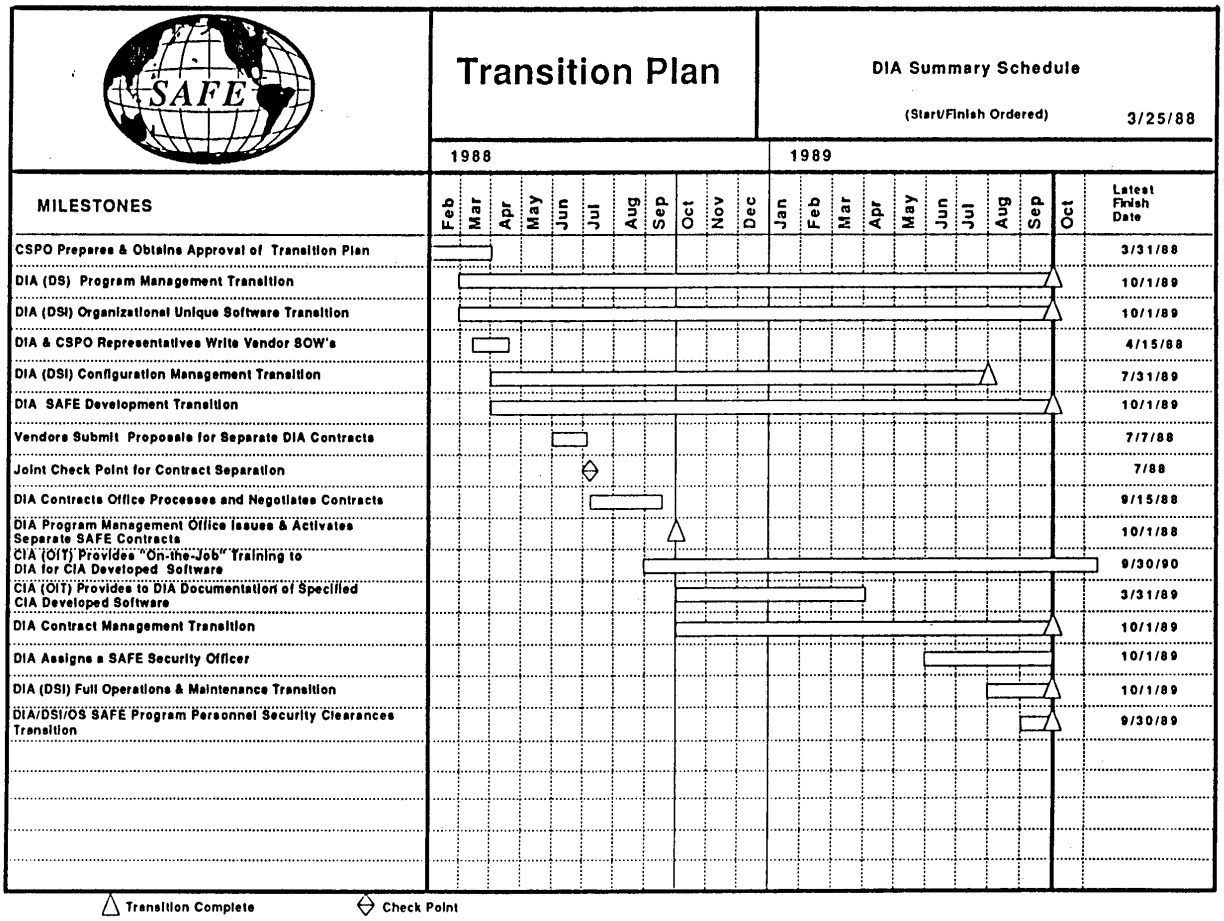

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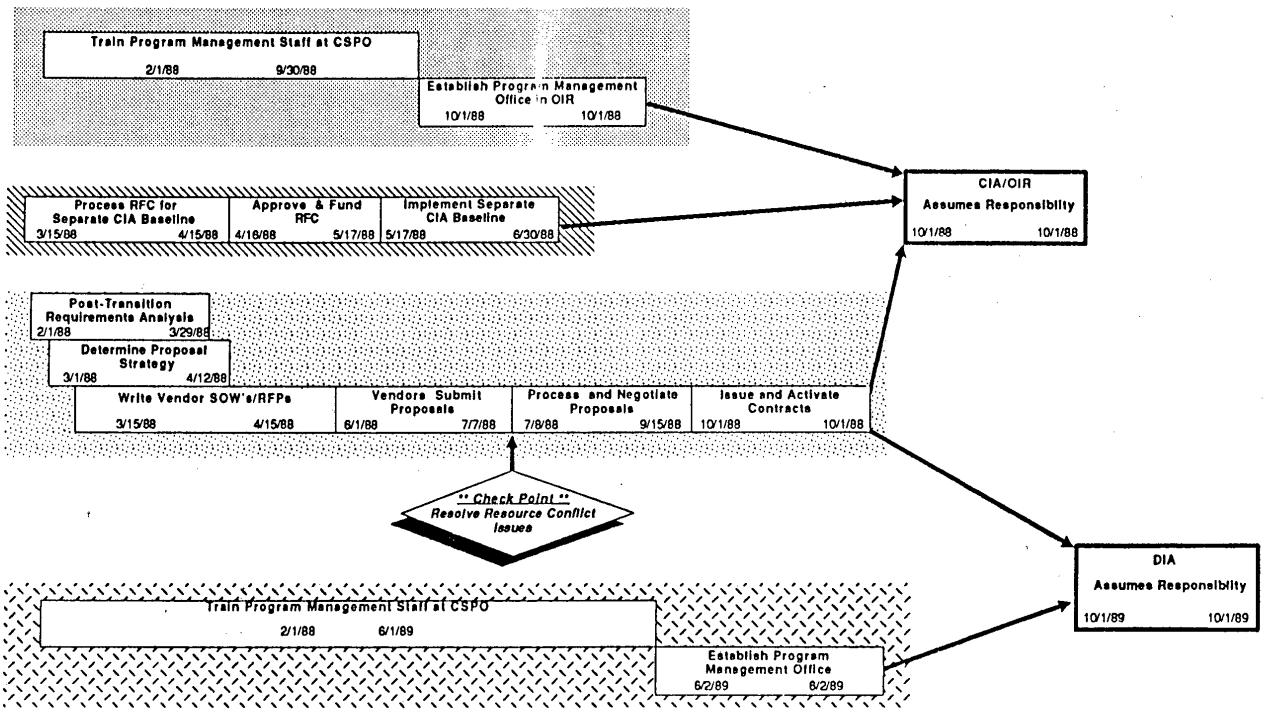
Critical Transition Tasks Dependency Chart



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List of CIA-Developed Software to be Documented for DIA

AIM
JES3 Modifications
VM Modifications
MVS Modifications
TMS Modifications
COMTEN Operating System Modifications - SCS 63.5
COS2 EP Modifications
COZZAM
CAM
RSCS Modifications
VMSPOOL
CMSIO
Network Submit
Host-Based Word Processing
PSAM
PROC

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